

PREVISIT INFORMATION PACKET

Student and Youth Group Visits

Eugene and Marilyn Glick Indiana History Center
Indianapolis

**WE DO
HISTORY.**
INDIANA HISTORICAL SOCIETY

Table of Contents

Information for Student and Youth Group Leaders	Page 1
Check In/Arrival Information	Page 1
Payment for Tours	Page 1
Lunch Procedures	Page 2
Parking Guidelines	Page 2
Cancellation and Refund Policy	Page 2
Getting to the Eugene and Marilyn Glick Indiana History Center	Page 3
Bus Parking	Page 3
<i>Indiana Experience</i> Activity Descriptions	Page 4
Other Field Trip Options	Page 5
Chaperone Guide	Page 6
Suggested questions for students	Page 6
Lunch order forms	Page 7

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Information for Student and Youth Group Leaders

- Prior to your arrival at the Eugene and Marilyn Glick Indiana History Center, please divide the group into smaller groups of 10 to 15. The group leader will be sent a schedule which will show how many groups are needed and how they will be rotating through our exhibits. If there is a wide age range, please divide the groups by age.
- Please have each member of your group wear a nametag. This will assist our facilitators as they interact with group members.
- Please arrive on time. Your visit has a pre-determined schedule and we build in an orientation time to stow lunches and coats.
- Please understand that if you arrive late, you may miss part of your tour. We will do everything we can to accommodate the late start.
- Wristbands will be included in your welcome packet. Please see that each member of your group has a wristband on before entering the building.
- History Center guests are sometimes photographed and videotaped for use in Indiana Historical Society promotional and educational materials. If you have any students or parents with concerns, please contact us at (317) 234-0077.
- Please stress to your group the importance of being respectful of the experiences of other guests and each other. Please also help them to be mindful of the fact that our building is a public space and their voices carry.
- Treat objects with care. While we encourage students to explore the spaces and touch materials, we request that they still treat objects with care. This is especially important when dealing with materials in the library.
- Students disrupting the experience of others or endangering the exhibits will be asked to leave the space.
- Exhibit descriptions are available on page 4.

- A guide for your chaperones has been included on page 6.

Check In/Arrival Information

- Please enter the building through the east doors under the overhang near the canal.
- Check in at the Welcome Center desk. Welcome Center staff will process payment and provide you with a receipt.
- Please see that each member of your group has a wristband on before entering the building.
- Group participants may leave coats, backpacks, and lunches in the group's lunch area or in the coat check area for the duration of the visit.
- Please ensure that the group is divided into small groups as described in the "Information for Student and Youth Group Leaders" section on page 1 of this packet. Each group must be accompanied by at least one chaperone.
- An IHS staff member or volunteer will greet your group to provide an orientation and information about the group's schedule.

Payment for Tours

- Payment is due at the time of the visit unless other arrangements have been made. This will allow for the accommodation of student absences. Your confirmation letter will specify the amount owed.
- Please note that if you prepay and do not bring as many youth and adults as you registered, History Center staff will fill out a refund request. A refund will be mailed.
- Please let us know in advance of your visit if an invoice is required.

Lunch Procedures

- Indoor lunch space must be reserved in advance. This option is free to groups. Please mention during the reservation process. Groups are always welcome to eat on the canal steps or green space (*tables are reserved for Stardust Terrace Café patrons*). In the event of inclement weather, indoor lunch space may not be available unless previously reserved. We also ask you to please keep your students in the designated lunch areas until it is time to move on.
- If you have arranged to have an indoor lunch room, please have your lunches in boxes or containers to make transportation easier. We will have carts waiting as your group enters the building, and a staff member will take them to your assigned room.

Parking Guidelines

- Park in the lot located at the rear of the building off New York Street. Pull a ticket from the parking lot kiosk to raise the gate. Make sure to bring the ticket with you so it can be validated for free parking at the Welcome Center desk. Enter the building through the east doors under the overhang near the canal. Drivers will need to have their ticket to exit the lot.
- Additional chaperones may park their cars in our lot but please keep in mind we have limited parking spaces. If you have a large number of chaperones driving separately, some may need to find alternate parking options.
- Bus drivers are welcomed and encouraged to join the tour for no charge.

Cancellation and Refund Policy

- Please notify the Indiana Historical Society in case of cancellation or change in group numbers as soon as possible by calling (317) 234-0077 or emailing reservations@indianahistory.org.
- As mentioned earlier, we recommend paying the day of your visit; however, if advance payment is necessary or if the school must prepare a check in advance we are able to accommodate. If actual group numbers differ from the number of participants registered, you must request a refund upon check-in at the Welcome Center desk. Welcome Center staff will complete a refund request form and a check will be mailed after this form has been processed. Please call ahead of your visit if you require an invoice.

Getting to the Eugene and Marilyn Glick Indiana History Center

From the North

Take I-65 South and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left on New York Street. The entrance to our parking lot will be on your right.

From the South

Take I-65 North, and then change to I-70 West. Go west for just under one mile and exit at West Street (exit 79A). Turn right onto West Street/Missouri Street and continue north for about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

From the East

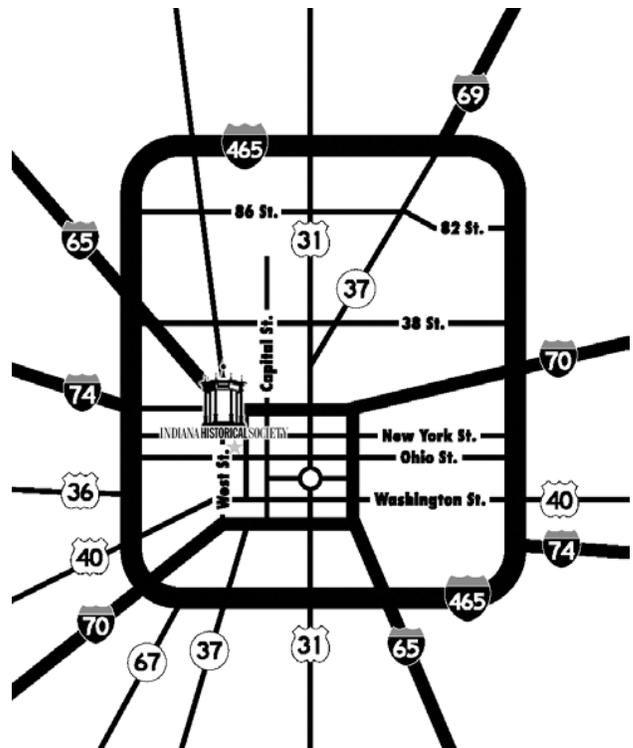
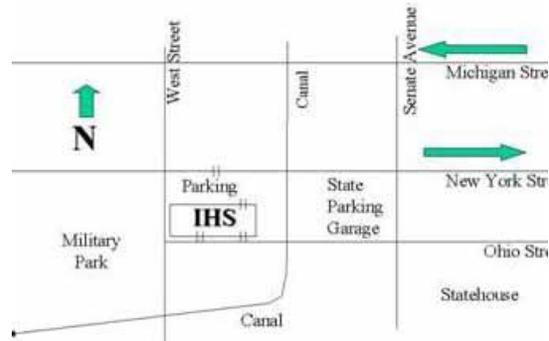
Take I-70 West and then change to I-65 North. Pass the first exit, go to the far-left lane and exit at the Martin Luther King Jr. Street/West Street exit (exit 114). Continue south on West Street for about three-quarters of a mile. Turn left onto New York Street. The entrance to our parking lot will be on your right.

From the West

Take I-70 to the West Street exit (exit 79A). Make the first possible left (north) onto West Street/Missouri Street and go about a mile. You will pass the History Center building on Ohio and West streets. Make a right at the next stop light, which is New York Street. The entrance to our parking lot will be on your right.

Bus Parking

Buses may stop near the History Center entrance to unload, but should then pull into a designated bus parking space on the north side of the parking lot (bordering New York Street).



Indiana Experience

Activity Descriptions

You Are There 1863: A Letter Home From Gettysburg

open September 2017 through January 2019

Visitors will be invited to join war bride Mahala Beem as she reads a just-received letter from her husband, Capt. David Enoch Beem, describing his experiences on the battlefield of Gettysburg during the Civil War.

Indianapolis Colts: The Exhibit

Open March 2018 to September 2019

Celebrate the Indianapolis Colts while exploring football's role in American culture through digital interactives, player interviews, original artifacts, photographs and video of the Colts in action.

You Are There 1825: Religion and the Divided Frontier

open September 2018 to April 2020

In this exhibit visitors will travel back to a hotel in Danville Indiana. While there guests will be able to talk to circuit riding preacher Eli Farmer and other members of Indiana's early communities as they explore the tumultuous times they are living in and discuss what will come next.

W. Brooks Fortune History Lab

Take on the role of a conservator and participate in a hands-on paper-mending activity in our History Lab, where students will learn how science and history work together in the field of conservation.

Destination Indiana

Send students on a time-travel journey through IHS's vast collections. Depending on the group's size, students may guide their own investigations at individual computer stations or journey through Indiana's past with a facilitated big-screen journey. Big-screen journeys include **Welcome to Monument Circle, Explore the Monument, The Statehouse, Circle Theater, Traction Terminal, Glimpses of the African American Experience in Indiana, Mapping Indiana, Eli Lilly and Co. and Civil War.**

Destination Indiana is brought to you by American Red Ball Transit Company, Inc.

Choose from the following topics for Destination Indiana facilitated presentations:

Welcome to Monument Circle

Learn about the 1821 platting of the town of Indianapolis, its growth, and the role that Monument Circle plays as the hub of activity at the center of the city and state.

Explore the Monument

Discover the history of the Soldiers and Sailors Monument that is the focal point of Monument Circle. In this presentation, students will explore the following questions: When and how was the monument built? What does it symbolize?

The Statehouse

Learn about the two statehouses that have served as the seat of government in Indianapolis. Ponder the activities that take place in the statehouse and consider how the building serves as the center of civic life for Indiana.

The Circle Theater

See how time affects a particular location in this presentation that follows the various businesses that occupied an address on the southeastern quadrant of Monument Circle. Trace the history of the Hilbert Circle Theater from its time as a livery stable to its current use as the home for the Indianapolis Symphony Orchestra.

Destination Indiana CONT.

Traction Terminal

Follow the history of transportation in this presentation about the Traction Terminal—the hub for interurban railroads and bus traffic in Indianapolis for more than 70 years.

Glimpses of the African-American Experience in Indiana

Follow the history of African-American settlers in Indiana and trace their influence on our state's history. Learn about how the struggle for civil rights played out in Indiana and explore ways in which African-American heritage is celebrated today.

Mapping Indiana

Trace the history and growth of Indiana through maps in this journey. Follow the ways in which Indiana has been depicted by mapmakers throughout time as it moved from Native American territory to part of the Old Northwest to a newly formed state to a hub for transportation and trade networks. Learn about different kinds of maps and the purposes they serve.

Eli Lilly and Company

Discover the story of famous Hoosier Eli Lilly and learn how his company has played a pivotal role in creating such vital medicines as insulin, penicillin, antibiotics, and the polio vaccine.

Civil War

Learn about Indiana's role in the Civil War and meet some of its soldiers and home-front heroes. Find out about Civil War battles, including one that took place in Indiana, and discover how Indiana supplied the second highest number of troops per capita for the Union war effort.

Other Field Trip Options

INvestigation Stations

Do detective work with primary sources at our INvestigation Stations. Facilitators will help students discover clues in photographs and documents to solve mysteries of the past while utilizing primary sources from our vast collection housed in the William H. Smith Memorial Library. We will focus on primary sources related to past and present **You Are There** exhibits.

William H. Smith Memorial Library

Delve into the Indiana Historical Society collection to find historic items such as explorers' maps, French fur trade journals, Civil War letters, and World War II photographs and diaries. William H. Smith Memorial Library staff can present a tutorial on using our collection databases to search for items. This works best for high school or college students in groups of 15 or less. Please contact the library directly by emailing reference@indianahistory.org. If you would like to add a visit to the library to a tour, please contact reservations@indianahistory.org and they will arrange it with the library for you.

Collections show and tell

Meet with a staff member in the William Henry Smith Memorial Library to see some special items from our collection. Possibilities are endless, but you may see a hair book from more than 100 years ago or a manuscript written about the U.S.S. Indianapolis. If your group has a specific topic of interest, let us know and we can tailor this option to your group. This can be added to the tour at no charge as a 20 minute rotation but is dependent on the availability of our Reference staff.

Chaperone Guide

Thank you for agreeing to chaperone a field trip to the Eugene and Marilyn Glick Indiana History Center. As a chaperone, you are an important part of the learning process. By following the guidelines below, you can help to make your students' visit fun and meaningful.

- There should be one chaperone for every 10 students.
- Please stay with your group at all times.
- Know the names and faces of the students in your group and make sure that they know your name. Do an occasional head count, especially as you move to a new area.
- Please ensure that your group is respectful of the experiences of other guests and each other. Please also help them to be mindful of the fact that our building is a public space and their voices carry.
- Please make sure that food and drink (including candy and gum) stay only in the lunchroom. Food and drink are not allowed in the exhibits.
- Encourage students to ask thoughtful questions. (See *Suggested Questions* section on this page).
- Assist students with INvestigation Stations, History Lab activities, and hands-on experiences in the You Are There galleries. This will keep the activity moving and your group on schedule.
- IHS staff or volunteers are happy to answer questions. If there is an emergency, such as an injury or lost child, please notify a staff member immediately.
- Restrooms are located on the Canal Level near the classrooms, and on the Main Level across from the Destination Indiana experience.
- Treat objects with care. While we encourage students to explore the spaces and touch materials, we request that they still treat objects with care. This is especially important when dealing with materials in the library.

- Students disrupting the experience of others or endangering the exhibits will be asked to leave the space.
- Please check with the school's group leader to see if your group will be visiting the Basile History Market. We welcome school groups in the History Market as long as they remain with their chaperones. Please allow no more than 15 students in the History Market at a time. This can be done before or after the designated stops on the group's schedule.

Suggested Questions...

- In the You Are There experiences, you will meet interpreters playing the roles of people from specific years in the past. Ask them about their daily lives and activities, the objects in the spaces, and life in Indiana at the time.
- At the INvestigation Stations, ask facilitators to help you understand what a primary source is, how to look for clues in different kinds of sources, and how to piece clues together to learn the story of the past.
- Ask facilitators in the History Lab questions such as: "What does science have to do with history?" "What is conservation?" or "How can I conserve specific items?"
- In Destination Indiana, ask facilitators about the fashions, leisure activities, types of transportation, events, buildings, or locations pictured in the photographs.

Eugene and Marilyn Glick Indiana History Center Youth Group Visit Boxed Lunch Order Form

School: _____
Contact Teacher: _____ Grade: _____
Phone: _____
E-mail: _____
Date of Visit: _____

Total Number of Lunches (students and adults): _____

Delivery Time (15 minutes before desired lunch time): _____

Boxed Lunch Selections at \$5 each. Less than 20 guests, allow one sandwich selection.

***Pricing based on a 10 person minimum.**

1. Turkey and Cheese Sandwich
2. Peanut Butter and Grape Jelly

Each Box Lunch includes chips, whole fruit, cookie, and choice of beverage.

Option 1–Sandwiches: Total: _____

Option 2–Sandwiches: Total: _____

Beverage Selection:

2 % Milk Total: _____

Skim Milk Total: _____

Bottled Water Total: _____

Total number lunches: _____ @ \$5 each = \$ _____

Submit request to: Anna Wieseman (reservations@indianahistory.org)

Coordinator, Reservations and Visitor Services, Indiana Historical Society, Eugene and Marilyn Glick
Indiana History Center, 450 West Ohio Street, Indianapolis, Indiana 46202-3269

Or fax request to: (317) 234-0175

Make checks payable to: Hoaglin Catering (A separate check from History Center admission fees)

Attendance Guarantee

Hoaglin Catering requires that a guaranteed minimum for attendance be given 7 days prior to the event date. After this date, but within 72 hours of the event, the guest count may increase but not decrease.

Cancellation-If the event is cancelled for any reason less than 72 hours prior to its scheduled date, the client shall pay 100% of the most recent estimated invoice amount.